

FINAL REPORT GUIDELINES
For The Longmont Community Foundation

The Longmont Community Foundation wants to ensure purposeful grantmaking that makes best use of its resources. Answers to the following questions will allow the Foundation to better understand the effectiveness of this grant and give insight into how our grantees reached their goals. Your final report is very helpful to the LCF Grants Committee as it considers proposals for future funding; so if possible, a final report should be included in the proposal for future funding due on December 1. However, if the project has not been completed, an interim report based on these questions is required. The final report is due in our office one year from your grant award date which was April 9, 2010.

If you would prefer, you may submit your final report using the Common Report Format.

Longmont Community Foundation Final Report Guidelines:

Please include the following information:

Name of Organization or Group
Title of Project
Amount of Grant & Year(s) in which grant was received
Fund Name grant was received from (if known)

1. Were you able to achieve your objective?
2. In situations where objectives could not be met, what factors would have helped to achieve the objective?
3. What has been the measurable effect on your organization's ability to serve its clients more effectively?
4. Please describe briefly the most important outcome of this project.
5. Please describe any unanticipated benefits resulting from the project.
 - a. Were there any unanticipated obstacles encountered? If so, how did you address them?
6. What changes would you make if you were to design/implement this project again?
7. Has the Foundation funding led to any additional support from other funding sources?

Please provide 1 copy of your final report via e-mail and include this with your 2010-2011 proposal if you are submitting a proposal for the next grant cycle. The final report should be signed by the Executive Director and dated.